Main Office of Substance Abuse

Prescription Monitoring Program

This course contains three modules:

Module 01: The Prescription Monitoring Program
Module 02: Accessing the Prescription Monitoring Program and
Module 03: is the Conclusion

Module 01: The Prescription Monitoring Program

Welcome to the Maine Prescription Monitoring Program Web Training. The Prescription Monitoring Program is a web-based system that aids in the collection, analysis, and reporting of information on the prescribing, dispensing, and use of controlled substance prescriptions.

Maine's PMP assists health care professionals authorized to prescribe and dispense controlled substances and state officials in the prevention of misuse, abuse, and diversion of controlled substance prescription medication. It also provides prescribers with information about prescriptions attributed to them.
The use of data collected by the program allows for prevention, detection, and early intervention against prescription drug abuse. A secondary use of the data allows prevention of diversion, and investigation and enforcement of existing laws governing the use of controlled substances.

At the end of this module, you will be able to identify:
- Who are considered authorized direct access users of the Prescription Monitoring Program, and
- Consequences related to the unauthorized use or disclosure of information accessed through the Prescription Monitoring Program.

MRSA 22, Chapter 1603 authorized the Maine Office of Substance Abuse to develop, implement, and operate an electronic system for the monitoring of controlled substances, which are dispensed in the state (or dispensed to an address within the state by a mail-order pharmacy).

The goal of the program is to improve the state's ability to prevent and intervene against the misuse, abuse, and diversion of controlled substances in an efficient and cost-effective manner that shall not impede the appropriate utilization of these drugs for legitimate medical purposes.

The program requires dispensers of controlled substances to report the essential data elements of those transactions to the program. The program will make that information available to authorize data requesters" – primarily prescribers and dispensers

(pharmacists). Regulatory agencies monitoring prescribers and dispensers will also have access to that information, as well as designated representatives of MaineCare.
Law enforcement agencies can obtain Prescription Monitoring Program information through a grand jury subpoena.

As a Prescriber or Dispenser with access to the Prescription Monitoring Program database, it is important for you to understand that any inappropriate access or disclosure of database information may result in criminal prosecution, disciplinary action by your licensing board, and revocation of database access privileges.

If the program receives evidence of inappropriate or unlawful use or disclosure or prescription monitoring information by an authorized user, the program may refer that user to the appropriate professional licensing board for administrative sanctions, as deemed appropriate by that agency, and/or to the Office of the Attorney General, for possible criminal prosecution.

Module 02: Accessing the Prescription Monitoring Program

In this simulation we will use the Internet Explorer browser to demonstrate how to access and use the Maine Prescription Monitoring Program database through RxSentry®.

In the address bar type in the following URL:
www.maine.gov/pmp

Click on the "RxSentry Data Requester Site" link at the left.

A window will open requesting your User name and Password.

While your Username and Password will be unique for the actual program, using your keyboard, in all lowercase letters type 'user' in the user name field and 'pass123' in the password field. When you have typed in this information, click the 'OK' button.

This is the Home page for the Prescription Monitoring Program. The left side of the window shows the Prescription Monitoring Menu containing links to 'Report Instructions', 'Practitioner/Pharmacist Query', and 'View Query Status'.

If at any time you need help while using the Prescription Monitoring Program you can view instructions detailing how to perform a query by clicking on the 'Report Instructions' button in the menu.

Take a moment to look over the information. If you would like to print a hard copy of the instructions to keep for your records, click on the PDF icon. Please note that the printable PDF is only available during this training course and is not a part of the actual Prescription Monitoring Program.

Now, let's begin a query. For our example we will be querying a patient named "John Doe".

Using your mouse, begin a query by clicking on the 'Practitioner/Pharmacist Query' button located in the Menu on the left side of the screen.

Before you begin a query you must authenticate the query by indicating that the query is for a valid reason and that the patient you are requesting information on is either a current or a prospective patient.

Please note that without selecting the 'I accept the above conditions' checkbox you will not be able to access the provider query screen.

Take a moment to read the information on screen. When you are finished, click on the 'I accept the above conditions' checkbox to continue.

This screen is where you will enter the recipient's information. All required fields or fields marked with an asterisk must be filled in.

Under "Name Selection" you may use the 'Begins with' or 'Sounds like' options if the actual last name is not known or you may search for a specific recipient by typing in the first few letters of the recipient's name. For example, if you were looking for a recipient with the last name of "Smith", you could type in "smi" in the "last name" field, and all recipients whose last name begin with the letters "smi" would be returned in the results.

For our example, we will be using the 'Fastest: Last Name and First name begins with' option.

Our query will be on a patient named "John Doe". In the last name field type in 'D-o-e'.

In the "first name" field you could type only a "J" and that would return results for all recipients with a last name "Doe" and a first name beginning with the letter "J". Since our example recipient's name is John, we will type in the full name.

In the "First Name" field, type in 'J-o-h-n'.

For the "Target Date of Birth" type in '06/15/1977'. Dates must be typed in Month Month slash Day Day slash Year Year Year Year format to be accepted.

The "Within" dropdown allows you to search results within a certain timeframe of the "Target Date of Birth." Since we know John Doe's exact date of birth is June 15th 1977, select 'Exact Match' from the dropdown menu.

Under "County Selection" you may narrow your search by selecting a specific County name. We will accept the default 'Statewide' option.

You may also narrow your search by typing in a specific zip code which again we will leave blank to return a wider range of results.

The last two fields to complete are the "Dispensed Timeframe To" and "From" dates.

Note: The statute establishing the PMP requires OSA to purge data older than six years, so the earliest date you will be allowed to search would be six years ago.

In the "Dispensed Timeframe From" field type in '06 slash 01 slash 2008'.

When you are finished entering the information, click the 'submit' button at the bottom of the screen to generate the report.

If all required fields are not filled in or are filled in incorrectly the program will generate an error message which will be displayed in a red box at the top of the screen. The error box will direct you to the missing or incorrect information.

This error says that the "Dispensed Timeframe To" field is blank or invalid, since we did not fill in the date.

In the "Dispensed Timeframe To" text field, type '11 slash 01 slash 2008'.

Now that all the required information is filled in, click on the 'Submit' button once again to submit the information.

A list of all recipients matching the provided criteria will be displayed under the "Recipient Report" heading. From here, select the desired recipient's name.

Once you have the desired recipient's name selected click 'Request'.

The "Recipient Report" shows the history of all controlled substances prescribed to the recipient, as well as other information pertaining to each prescription such as, the date dispensed, number of authorized refills, prescription number, etc.

After viewing the report, click the 'Generate Report' to begin the report processing.

A message stating that "the Query has been created and can be viewed when finished running" will be displayed. The query has now been submitted and can be accessed through 'View Query Status' from the menu.

Click 'View Query Status' from the menu on the left side of the screen to view the query status.

This screen allows you to check the status of a submitted query. The "Status" column on the "View Report Queue" widow displays one of the following query statuses:

- Approved/Queued – the query has been approved and is processing, or

- Approved/Done – the query has been approved, processed, and is now available for viewing.

Once the status of a Report has changed to Approved/Done, the Job Sequence ID field will contain a link to view the report.

When you click on the link, a dialog box will open asking if you would like to 'Open' the report to view it, 'Save' the report to a specific location for viewing at a later time, or 'Cancel' to return to the previous screen. We will view the report.

Click 'Open' to open the report for viewing.

This is the final Query Report. From this screen you can use the tool bar to save or print the report.

As a note, if you print a copy of the report, remember to follow your facility's protocols and policies regarding the destruction of confidential records.

Module 03: Conclusion

Congratulations! You have completed this course on Maine's Prescription Monitoring Program.

To receive access to the Prescription Monitoring Program, go to www.maine.gov/pmp, click on the "RxSentry Data Requester Forms" link, and print out the appropriate form. Then, fill out the appropriate sections, sign it in the presence of a Notary Public, and mail the original to the address on the form.

Once the Office of Substance Abuse receives your notarized registration form, Health Information Designs (HID) will notify you of your username and password via the email address you provided on the form.

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